

TOWN OF ADDISON VOLUNTEER JOB DESCRIPTION

JOB TITLE: Conference & Theatre Centre Office Support Volunteer

DEPARTMENT: Addison Conference & Theatre Centre

JOB DUTIES:

- Greeting and directing groups as they entered building
- Work at the information desk
- Answer phones and forward to appropriate staff member or
- Answering questions via phone and in person
- Provide directions and answer questions about Addison
- Stuff and prepare brochures for mailing
- Some filing
- Assist staff and clients with faxing and copying documents
- Escort clients to boardroom, Theatre or Stone Cottage to attend a meeting
- Additional support tasks as needed

MINIMUM QUALIFICATIONS

Education – No advanced degree is required.

Experience – Experience in general office procedures would be helpful. Experience and interest in interacting with a diverse client base a must.

Time Commitment – Hours and days will vary based on work load and groups in facility. Average would be three to four hours, four to five days a week. May be as early as 7 am, afternoon hours would be available as well.